

## Executive Assistant

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Company: Burhan International

Location: Qatar

Category: other-general

We are a leading construction company with projects and offices all over the Middle-East and North Africa. Due to our expansion locally and regionally, we invite highly qualified leaders to join our Qatar & Kuwait branches. The EXECUTIVE ASSISTANT will be responsible for organizing and coordinating office operations and procedures in order to ensure organization, effectiveness, efficiency and smooth office work. The ideal candidate should hold a University degree in Business Administration or equivalent, with a minimum of 6 years experience in same field. Please contact Olwen Adonis at 00974 55874384 if you have any problems with uploading your cv.

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